



Advisory Committee on Water Information
2003 Annual Meeting: September 9-10, 2003
Days Hotel and Conference Center
Herndon, Virginia

**ANNUAL MEETING
SEPTEMBER 9 AND 10, 2003
DAYS HOTEL AND CONFERENCE CENTER
HERNDON, VIRGINIA**

August 15, 2003

To: Representatives and Alternates of Member Organizations
Advisory Committee on Water Information

From: Judith B. Griffin, Committee Management Specialist
Advisory Committee on Water Information

Subject: ACWI Annual Meeting, September 9 and 10, 2003

The Water Information Coordination Program is pleased to invite you to the annual meeting of the Advisory Committee on Water Information (ACWI) for 2003. This notice confirms that the meeting will be held Tuesday and Wednesday, September 9 and 10, 2003, at the Days Hotel and Conference Center, 2200 Centreville Road, Herndon, Virginia.

AGENDA TOPICS

Listed below are special topics for discussion in addition to reports from 10 ACWI Subgroups:

- ACWI Federal Round Table: Special discussion in response to a formal data call from the Office of Management and Budget, on funding trends of Federal water programs
- Discussion on special issues of Outsourcing and the Appropriate Roles of the Federal Government and the Private Sector in water resources
- Keynote speaker(s) on Ground Water and/or Water Policy

CONFIRM ATTENDANCE

To confirm that you plan to attend the 2003 ACWI meeting, please register for the meeting online at <http://water.usgs.gov/wicp/acwi/acwi2003/>. You may complete your registration directly online, or print either a Word or pdf form to fill out and FAX to us. If you have any questions about the upcoming meeting, please call or email:

Toni M. Johnson	703/648-6810	tjohnson@usgs.gov
or		
Judith B. Griffin	703/648-5229	jbgriff@usgs.gov
FAX:	703-648-5644	

Please notify us if you have any special requirements in order to participate in the meeting.

MEETING BASICS

The meeting will convene at 8:00 a.m. on Tuesday, September 9, 2003, at the Days Hotel and Conference Center, Herndon, Virginia, and will adjourn by 5:00 p.m. on September 10, 2003.

CONFERENCE AND HOTEL ARRANGEMENTS

The meeting facilities and block of sleeping rooms are reserved at the Days Hotel and Conference Center. The Days Hotel is located just two miles from the Washington Dulles International Airport, near the intersection of Dulles Toll Road and Centreville Road, as well as just a few miles from the National Center of the U.S. Geological Survey. Please see the Days Hotel and Conference Center website at www.dullesdaysinn.com. Also attached is a copy of the Days Hotel map and directions to the hotel. The hotel has its own restaurant, and there are several other restaurants close to the hotel. Also within walking distance (adjacent to the hotel) is the Worldgate Shopping Center where there are movie theatres and many restaurants.

The rooms are reserved at the rate of \$137 plus tax per room per night (single or double) for the nights of September 8 and 9, 2003. Please call the hotel directly **no later than August 29, 2003**, at 703-471-6700 to make your reservation. Please indicate that room block is under the name of the *Advisory Committee on Water Information*.

SHUTTLE SERVICE

For your convenience, the hotel offers complimentary shuttle service to and from the Washington Dulles International Airport (IAD). The shuttle service is available to and from the IAD every half-hour from 5:00 a.m. until 11:00 p.m. At the baggage claim area of the IAD, special phones are located for the Days Hotel and Conference Center. You may call the hotel for directions and time for the next pickup at the airport.

TRAVEL ARRANGEMENTS

For non-Federal members, financial assistance is available if requested to cover travel and per diem costs for one representative from each organization. **Arrangements for travel assistance should be made by contacting Helen Ipsaro at 703-648-6856.** In order to process your travel arrangements, please provide Helen with your social security number. You will receive a numbered Federal Travel Authorization (TA) and further guidance on how to arrange your travel. If you have any questions or concerns about the reimbursement procedures as outlined below, please do not hesitate to call us.

Airline Tickets

To be reimbursed for airline tickets, you **must** obtain your tickets through the Federal Travel Office of Omega Travel using the Travel Authorization (TA) number provided for the trip. Omega Travel will make airline reservations with the Government carrier of record. Sometimes, however, there may be a less expensive fare with another airline. If you know of such a fare from your area, please advise Omega Travel. They are authorized to use other carriers if the fare is equal or less than the Government contract carrier. **We cannot reimburse you for airline tickets purchased with your personal credit card except under special circumstances and with prior approval from either Toni Johnson or Judith Griffin.** Because we must follow government procedures, we ask that you please work through Omega for your airline reservations.

Rental Cars/Taxi Fare

Rental cars **are not** authorized and should not be required given the location of the Hotel and the shuttle service provided. If your plans call for you to use the Washington Reagan National Airport, we **cannot** provide reimbursement for your taxi fare to and from the Days Hotel and Conference Center in Herndon. The ACWI will provide reimbursement for your taxi fare to and from your departure airport from your home base.

Per Diem

Per diem is authorized for lodging and meals and incidental expenses (M&IE). The hotel rate is \$137 plus tax and the M&IE rate is \$50 for this area. The M&I rate is calculated at 75% for the first and last days of travel, and 100%

for any other days. When meals are provided (breakfast at the hotel; Tuesday luncheon with keynote speaker), the per diem rate for that day will be reduced accordingly. The per diem is authorized for days of travel and attendance at the meeting only.

RESOURCE MATERIALS

Resource tables will be provided for publications or other materials that you may wish to display or distribute to Committee members and other participants at the meeting. Please bring at least 75 copies if you wish to distribute copies at the meeting.

Please see the ACWI website at <http://water.usgs.gov/wicp/acwi/> for further information.

Judith B. Griffin
Committee Management Specialist
Water Information Coordination Program
U.S. Geological Survey
417 National Center
Reston, Virginia 20192

Tel: 703/648-5229
FAX: 703/648-5644
Email: jbgriff@usgs.gov